

## **Introduction and Philosophy**

Bayou Academy is the name given for the entire school system, which includes students enrolled in three year old kindergarten through grade twelve. Shaw Educational Foundation is a corporation composed of members interested in excellence in education. The business of this corporation is run by a Board of Directors elected by the membership.

Bayou Academy believes that the welfare of our community, state, and nation is dependent upon an enlightened citizenry. We are challenged to strengthen our pupils in intellectual development, economic competence, and social and moral values. In addition, the school strives for the total development of students by meeting their individual needs – physically, socially, and emotionally – with emphasis on moral values and democratic principles.

In order to become responsible and effective citizens, students should learn to cooperate with their peers, faculty, administration, staff, and parents. Bayou Academy attempts to achieve this atmosphere of cooperation within a democratic setting. However, we believe that our students must have respect for authority, because respect for authorities, as well as a cooperative attitude, are important attributes of good citizens.

Whether you are a student, parent, or faculty member, we welcome you to Bayou Academy. Our school was established in 1964 to provide excellence in education and character for its students. Our purpose remains the same.

Attaining this goal requires the combined efforts of each of us. This booklet has been prepared as a guide for students, parents, and faculty. We operate with a minimum number of rules. However, when regulations are determined, we will accept and abide with the established rules of Bayou Academy.

We look forward to working with you in making the time you spend at Bayou Academy both rewarding and memorable.

## **Application for Enrollment**

The Board of Directors is vested with full power to pass upon and either to approve or to disapprove all applications for enrollment in schools operated by Shaw Educational Foundation.

Attendance at Bayou Academy is a privilege, which may be forfeited by any student who does not conform to the standards of the school.

## **Nondiscriminatory Policy**

**Shaw Educational Foundation is an equal opportunity employer.** Bayou Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

## **Tuition and Fees**

Tuition fees are available through the business office. All monthly tuition accounts are due on the first of each month. Any account not paid by the tenth of the month will be considered a past due account. Reports cards will be withheld and grades will not be recorded on the cumulative records for the semester or year until accounts are current. On any account two months past due, the student will not receive any grades until the account is current.

## **Registration and Withdrawal**

All registration of students must be by a parent or guardian, in person, at the Business Office of the Shaw Educational Foundation. The registration fee is due at the time of registration and is **non-refundable** unless the student is not accepted by a vote of the Board of Directors. The tuition is due in twelve (12) equal draft payments, ten (10) equal draft payments, or two (2) equal draft payments, due the first day of each month, beginning August 1<sup>st</sup>. Financial obligations must be current for a student to register. No student is finally registered until he/she is accepted by a vote of the Board of Directors. No student may enter school until all fees are paid for the delinquent previous year. The contract signed and executed by the parent or guardian of each student shall be considered a single integrated contract and shall be subject to all provisions of the written policy of the Board of Directors of Shaw Educational Foundation, Inc., as set forth in this handbook. The commitment to pay the tuition fee and other fees, as set forth in each contract, subject to release by the Board of Directors of the school only for good cause shown, including the

student's permanent ill health, removal from the general geographical area served by the school, physical disability or other condition, not caused by fault or voluntary action on the part of the student or parents or guardians of the student, which renders school attendance impracticable as determined by the Board of Directors of the school in its sole discretion.

### **Handling of Complaints**

The Shaw Educational Foundation Board of Directors promotes good communication between patrons, the administration, teachers, and students. If any patron wishes to discuss a problem with a teacher, the patron is encouraged to schedule an appointment with the teacher through the respective school's Principal and/or Headmaster. Any complaint or misunderstanding by the parents or teachers shall be directed to the Headmaster. In those cases where satisfactory solutions cannot be found by the Headmaster or his assistants, the parent or teacher may air their grievance with the Education Committee of the Board of Directors by a written request to meet with this Committee. The request should be directed to the President of the Board. Such hearings shall be held during executive session of the Education Committee, and then the Education Committee and Complainant will present the complaint to the full Board. The Board will make a final decision.

### **Parent's Responsibility**

Discipline is the primary responsibility of the parents and the students while attending school. The behavior of students attending our school shall reflect standards of good citizenship demanded of members of a democratic society, as well as proper attitudes toward the school. To insure the student's success, parents should, at regular intervals, check with school officials concerning their child's school conduct and academic progress.

It is necessary that each parent be aware of the rules and policies of Bayou Academy.

Bayou Academy students are expected to abide by the rules and regulations established by the faculty, administration, and Board of Directors of Bayou Academy. Parents are expected to be familiar with the school's disciplinary policies and lend support to the administration at all times. Disciplinary actions are designed to be fair, firm, and swift.

It is the desire of the administration and faculty that the lines of communication between student and teacher be maintained even when the student must be disciplined for his mistakes.

Teachers are the primary source of discipline within the classroom. The principal acts in a supportive role for the teacher in the classroom. When a problem becomes serious enough to warrant the principal's attention, detention, in-school suspension, suspension, corporal punishment, and expulsion will be considered.

### **Conferences**

All teachers are available for conference during the school day at their designated conference period, or if other arrangements cannot be made, after 2:45 p.m., except on Friday. If you desire to have a conference with a teacher, please call 662-843-8823, and the secretary will set up an appointment. Under NO condition should a parent go to a teacher's room during the day without first going by the office.

**PLEASE DO NOT CALL A TEACHER AT HIS/HER RESIDENCE CONCERNING A STUDENT.**

### **The School Day / Daily Schedules**

8:00 – Classes begin

8:05 – Tardy

2:35 – Dismissal

# **General Rules**

## **Certificate of Compliance/Social Security/Birth Certificate**

Schools in Mississippi have been directed by the State Department of Education to achieve 100% compliance with a law regarding immunization against certain diseases. Students in three year old kindergarten through sixth grade must secure a Certificate of Compliance from their physician or local health department for inclusion in their permanent record.

In addition, all students must have a copy of their birth certificate and social security card for verification on permanent records. **THESE ARE TO BE ON FILE IN ORDER FOR YOUR CHILD TO ATTEND SCHOOL.** Please help expedite our compliance with these regulations.

## **Attendance**

Regular and punctual attendance is expected of all students and is necessary for success in school. It is essential that students be in school and on time. The responsibility of the students is to be in school each day to benefit from the instruction and supervision. The responsibility of the parents is to support their child's education by insuring punctual daily attendance.

The Bayou Academy Administration and Faculty solicit the support of each parent and student in eliminating unnecessary absences from school.

## **Absences**

Absence from school is classified as excused or unexcused. Absence due to personal illness with an excuse from a doctor, parent, or guardian shall be considered excused. A serious illness in the family or death in the family shall be considered excused.

In addition, any request by the parents in exceptional circumstance, up to a maximum of 8 days per year, will be considered by the administration. A request must be presented to the headmaster 24 hours prior to the absence and arrangements for completion of assignments must be made prior to the absence.

The scholastic achievement attained by any student is directly related to his/her pattern of school attendance.

**Any student who is absent from school must have a parent or guardian write an excuse giving the date, days of absence, the reason for absence, and his/her signature.** This excuse must be presented in the office where the absence will be determined excused or unexcused. **Excused Absences** : The student will receive an admit slip which is to be initialed by teachers of classes from which the student was absent. It is essential that parents and students assume the responsibility for properly verifying absences to the principal's office.

No student shall be promoted to the next grade whose absences exceed twenty (20) days during the school year or ten (10) days absences for a semester course. Students shall ***NOT*** receive credit for a course whose absences in that course exceed twenty (20) during the school year or ten (10) absences for a semester course.

This policy can be waived at the discretion of the administration and school board due to unusual circumstances or extended illness.

**NO PERFECT ATTENDANCE CERTIFICATES** will be issued to anyone unless he/she is present in school for the full day (8:00 a.m. – 2:35 p.m.).

## **Policy on Make-Up Tests**

When the student returns to school, a date for the make-up test will be scheduled. A student should make up the test within a reasonable time frame set by the teacher. In all cases it is the STUDENT'S RESPONSIBILITY to initiate and follow through with the process of completing missed work.

**THE STUDENT IS RESPONSIBLE FOR GETTING MAKEUP WORK FROM THE TEACHER AND THEN TURNING IN THE WORK.** Any work not made up will result in a grade of "0" for that assignment.

Makeup time will be on a "day to day" basis. If the student is absent for one day, work must be turned in the day after the student returns to school. If the student is absent two days, the work must be turned in two

days after the student returns to school. The maximum number of days allowed is five, unless the teacher and the principal agree upon an extension of the time period. **PREVIOUSLY ANNOUNCED ASSIGNMENTS ARE DUE ON THE DATE ANNOUNCED OR IMMEDIATELY UPON THE STUDENT'S RETURN TO SCHOOL.**

### **Arrival to School/Admission to Building**

Students may not come to school before 7:30 a.m. without prior approval. We ask that you not bring students before that time as no teachers are on duty.

No student will be allowed in the building without special permission and supervision after 3:30 p.m. each day.

### **Tardiness**

Being prompt to class enables all to enjoy the full benefit of that program without the delay of interruption. Our classes start punctually at 8:00 a.m., and students should be in homeroom by this time. After 8:05 a.m., a student is considered tardy and must report to the office for a tardy slip. When a student has been issued a total of 5 tardies in one nine weeks period, he/she will be assigned one day of detention.

### **Lunch Period**

No student will be permitted to leave the school grounds at the lunch period regardless of the distance he/she lives from the school. Students may not order food to be delivered to the campus during school hours.

Food items that need to be refrigerated or heated in the microwave at lunch time will not be accepted from K3 – 6<sup>th</sup> grade students. There is not enough space or time to accommodate these purposes. The only exception to this is if these services are provided by individual teachers in their classrooms.

Student's behavior in the cafeteria should be based on courtesy and cleanliness, which means talking quietly, using proper table manners, and leaving the area in the condition in which anyone would like to eat. Students will go through the cafeteria line and there are to be no "cuts" in the line.

### **Textbooks**

Textbooks are provided for classes. The books will be returned at the end of the course. A fine will be assessed for any abuse and charged to the students at the end of the term. The cost of lost textbooks must be paid in full.

All previous financial obligations must be paid before textbooks will be issued.

### **Insurance**

School Insurance is required by all students. The fee will be on the fee list at the beginning of each school year.

### **Office Telephone**

Students will not use the office phone for personal calls except in emergencies and then only with staff permission. In the event a student receives an emergency call he/she will be called from class. Phone calls for students will be handled between classes, during lunch time, or after school.

### **Cell Phones**

Elementary – **CELL PHONES WILL NOT BE ALLOWED.** If a student brings a cell phone to school, it will be taken and kept in the principal's office until picked up by the parent.

Second offense will be a day of detention, and third offense will be a day of in-school suspension.

### **School Locker and Locks**

Lockers are available to students in grades 4, 5, and 6. Since the locker is school property, the school reserves the right to inspect it at any time. **Students should not post any type of inappropriate pictures, slogans or other materials inside of lockers.**

## **Restrooms**

Students are not to be in the restrooms during class time without permission from the classroom teacher or an administrator. All personal grooming is to be done in the restrooms between classes. All students are expected to keep the restrooms clean. Anyone who damages the facilities or marks on the walls will be charged for repairs.

## **Visits to School**

Class time at school must be free from interruption. Thus, all visitors and parents should report to the office upon arrival to state the reason for their visit to the school. If a parent wishes to visit his/her child's classroom or teacher for a conference, the visit should be scheduled in advance through the office.

A parent who desires to send a message or an article to his/her child should always go through the office. The item or message will be delivered at a time that will not disrupt classroom activity. Teachers check their mailboxes for messages during the day. They will return your calls when they have an opportunity during the day.

Please do not call the school and ask to have your child taken out of class instruction to talk to them on the phone. The office will be glad to give your child a message.

## **Calendar**

In addition to the regular calendar of school events and dates, the elementary will be placing a special emphasis on dates throughout the year. You will be made aware of these occasions well in advance so that you and your child may plan for them.

## **Appearance**

To ensure that students observe basic rules of personal hygiene and dress in a manner that would not disrupt the educational process and promote a sound learning environment the school recognizes that parents/guardians are basically responsible for dress, so the following guidelines have been established. These guidelines are to be adhered to during school functions with the exception of ballgames and Prom.

1. Students in grades 4-12 may wear shorts that are neat and modest in length (no more than 4 inches above the knee).
2. Students cannot wear caps or hats in the school.
3. Students cannot wear clothing that is backless, strapless or exposes the midriff.
4. Students must wear tops that have a minimum of two (2) inch shoulder straps.
5. Students must wear clothing that is appropriately hemmed or mended without holes, tears, and ripped ends.
6. Girls in grades 4-12 may not wear dresses shorter than 4 inches above the knee.
7. Students must tuck shirts in unless fashioned to be worn out.
8. No sweat pants (cotton jersey) may be worn by students in grades 4-12 unless team sweats as required on game day.
9. Nylon wind suits may be worn by all students.
10. No shirts may be worn that advertises alcoholic beverages, tobacco, or has printed on it obscene language, gestures, or inflammatory messages.
11. Young men must be clean shaven and shall wear their hair in a neat suitable manner. Bangs must be out of the eyes, hair cannot be below the earlobe, and hair cannot be down on the shoulder.
12. Body Piercing: Males, No visible body piercing will be allowed. Females, No visible body piercing, other than earrings worn in the ears will be allowed.
13. Tattoos: No visible tattoos will be allowed for males or females.
14. Any other appearance deemed inappropriate by the administration.

When any school official cites a student for a dress code violation, it is not negotiable. A change of clothes or hair cut will be required as soon as reasonably possible.

## **Medication / Illness**

Any medication to be dispensed at school is to be clearly marked with the student's name and instructions for its use. It is to be given to the teacher immediately upon arrival, as no medication is to be

in the student's possession. The school is not allowed to give Tylenol unless the school has the parent's written permission. Please try to time dosages so that a minimum number are to be given at school.

Our office keeps a first-aid supply for minor cuts and scratches. Parents are notified when more extensive care is required, or when temperature is above normal. Parents are requested not to send a child to school with a temperature above normal or when a contagious condition exists (such as pink eye or strep throat). Students exhibiting contagious symptoms will be required to have a doctor's excuse before returning to class.

### **Bad Weather Procedures**

Fire and tornado drills are held periodically in order to prepare all members of the school for these emergencies. Places of shelter from tornadoes have been designated by Civil Defense authorities. As soon as Bolivar County is placed under a tornado warning, all students will be moved to places of maximum safety. To maintain order and to protect the lives of all students, parents will not be allowed to come to the school during a warning to pick up their child.

In the event that school must be closed for snow or icy roads, announcements will be made on local radio stations and on Channel 15 in Greenville and Channel 6 in Greenwood.

### **Emergencies**

In the event of a serious medical emergency the following steps will be taken:

1. Contact persons listed for each child on emergency form.
2. Call an ambulance to transport child to the hospital.

### **Emergency Drills**

1. **Tornado:** The signal for a tornado drill is one long horn sound. All students will take cover against corridor walls, cover heads, and pull up their legs. A bell will ring when the drill is over.
2. **Fire:** The signal for a fire drill is one long siren sound. Instructions on how to exit the building are posted in each classroom. Students should move quickly and quietly to the designated area.
3. **Earthquake:** In the event of an earthquake, students are instructed to remain outdoors away from electrical wires, poles, or anything which may fall. Students who are in the classroom should drop to the floor; take cover under a desk or table. Students should stay away from doors and windows.
4. **Hazardous Waste or Materials:** The office will notify students of directions to follow in evacuating the campus.

### **Assemblies**

All students are required to attend the assemblies and sit as a group by grade. At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

### **School Parties**

Our elementary grades celebrate with two scheduled parties during the year - Christmas and Valentine's Day. You will be given an opportunity to sign up for those parties you are interested in helping with. The teachers will then contact you with the details as the date for the party approaches.

### **Birthday Parties / Invitations**

We recognize each student on his/her birthday with a special ribbon. Parties are not allowed at the school for these occasions. However, parents of students in all grades may provide special refreshments on their child's birthday provided they have made previous arrangements with the teacher.

Students may deliver birthday invitations at school **only** if they are inviting the entire class or all of the boys or all of the girls in that class.

## **Field Trips**

Students of all grade levels take field trips throughout the school year which enhance their units of study. As you receive notification of these plans, please be available to provide transportation if you are able. Students will not be allowed to take part in field trips without the permission of their parents.

If you are responsible for transporting students on a trip, please adhere to the following safety procedures:

1. Students should select a seat and stay in it during the course of the trip, wearing a seat belt at all times.
2. Conversation should be kept at a low level in order not to distract the driver.
3. Hands and feet are to be kept inside the vehicle at all times, nor is there to be any yelling out the window.
4. Students travel to and from a destination with the same group and in the same vehicle.

## **Grading Policies**

Report cards are issued at the end of every grading period to enable the parents to know the quality of the work the student is doing. Grades are based on daily work and test results.

Semester grades are an average of the grades for each nine-week period for elementary students through 12<sup>th</sup> grade, and the semester examination grade. All semester grades and semester examination grades appear on the report cards as numerals.

An incomplete is given in cases of illness, emergency, or pre-arrangement, when the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" four weeks from the date issued if the work is not completed.

Parents are requested to examine the report card carefully. If the report shows some unsatisfactory grades, we recommend that the parents have a conference with the individual teacher. This conference can be arranged at their convenience by calling the office.

The grading system is as follows:

A – 100 – 93

B – 92 – 85

C – 84 – 76

D- 75 – 70

F – Below 70 – Failure

The average of the two term grades will count four-fifths and the semester exam will count one-fifth. All final grades will be determined by an average of the two semester grades.

A Headmaster's List shall be composed of students with grades from 93-100 and a Principal's List shall be composed of students with grades from 85-92. All of these grades identify students as Honor Roll students.

## **Policy on Lack of Homework**

Bayou Academy students are expected to complete daily assignments and turn them in on time. Failure to complete assignments may result in a grade penalty. If five (5) or more homework assignments are missed within a nine-weeks grading period, after school detention will be assigned.

## **Progress Report**

Through the use of RenWeb, parents have the opportunity to check their child's grades at any given time. Hard copy progress reports will not be sent home because of this service. If at any time you feel that your child is having difficulty, communicate your concerns with your child's teacher. It is our sincere desire to prevent as many failures as possible through everyone's cooperation.

## **After School Program**

Bayou Academy offers a program of after school recreation and homework express for those who desire or need this service. A balanced program consisting of snack time, play and games, and study is supervised by qualified personnel. The office can provide information regarding fees and arrangements for using this service. After school hours are from school dismissal at 2:35 until 5:30.

## Regulations

- A. Cheating, stealing, fighting, profanity, disrespect for authority and lying are expressly forbidden. Students who are guilty of any of these are subject to penalties up to suspension and/or expulsion.
- B. A student desiring to leave school must be checked out by a parent by signing the student out in the elementary school office after receiving necessary permission.
- C. All fund-raising activities must be approved by the Board.

## Discipline

It is our goal that students grow in character as they move through an educational program based on democratic principles, respect for self and the rights of others. Each teacher clearly states the conditions of the learning environment created in the classroom. These guidelines are consistent with school policy. Students are guided in developing and understanding of actions and their consequences.

The primary purpose of this emphasis is to establish a setting in which learning can take place at an optimum level. Students who are engaged in a program in which cooperative learning is valued gain not only a broader subject matter base, but also a sense of commitment and worth that evolves from being a contributor.

To maintain this environment, standards must be set and maintained. Students who continually fail to work within these guidelines will be referred to the principal's office for conference. Should a problem persist after all prior measures have been exhausted, parents will be called in for a conference to aid in solving the problem. A structured discipline plan is used for 3<sup>rd</sup> – 6<sup>th</sup> grade students that is made up of a specific order of consequences – those that include detention, in school suspension, and suspension from school if necessary. Parents of all 3<sup>rd</sup>-6<sup>th</sup> grade students will receive a detailed explanation of this discipline plan.

It is our belief that by having our students experience the positive effects of appropriate classroom behavior and the freedom which accompanies disciplined behavior, these problems will be minimal. Our objective is to build strength of character while accomplishing learning.

## In School Suspension (ISS)

In school suspension requires the student coming to school by 8:00 a.m. and going straight to the designated area to wait for school work to be provided. The student will be expected to complete all class work for the day while isolated from the activities of the regular classroom.

## Suspension

Short of expulsion, suspension is the school's most serious disciplinary action. A student who is suspended from school will receive a **major grade of zero in each class** for the suspension day(s).

## Expulsion

Offenses subject to expulsion:

1. Any situation in which the action of the student is deleterious to the academic environment of Bayou Academy.
2. Any situation in which the student is charged or convicted in a legal court of law.

## State Law

Parents, guardians, or custodians of a child may be civilly liable for any criminal act of a child. Juvenile possession of a handgun is a delinquent act.

It will be a felony, punishable by a fine up to \$5,000 and/or three years in prison to possess or carry certain firearms or weapons on school grounds.

**ANY SITUATION IN WHICH A STUDENT IS CHARGED AND CONVICTED IN LEGAL COURT OF LAW COULD JEOPARDIZE THAT STUDENT'S STANDING AT BAYOU ACADEMY.**

## **Vandalism and Property Damage**

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If damage is done by accident, it should be reported to a teacher or the office immediately.

## **Sexual Harassment Policy**

In accordance with Title VII of Civil Rights Act of 1964, section 703, no employee, parent, or student in Bayou Academy shall be subject to sexual harassment. It is the intent of Bayou Academy to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Complaints of violation of this policy may be made to the Headmaster, or other persons designated by the Headmaster, without fear of reprisal. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offending employee or student will be subject to disciplinary action, including involuntary termination.

This policy in no way limits or precludes any employee or student from pursuing any relief afforded by state or federal law.

## **Asbestos Hazard Emergence Response Act, Law 99-519**

In compliance of Bayou Academy was inspected on May 24, 1989. It was discovered that the black lab table tops in the Chemistry lab contained asbestos. (This is not in violation of AHERA regulations).

A copy of the inspection report and management plan is in the school office and is available for inspection.